

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Justice Court Judge

<u>Revision Date:</u>	12/00
<u>EEO Code:</u>	Official/Administrator
<u>Status:</u>	Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Serves as Sandy City Justice Court Judge in handling criminal and traffic cases and other judicial duties as defined by statute and the state Judicial Council.

III. Essential Duties

- Perform court duties in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Judicial Council, the Code of Judicial Conduct, and the Municipal Officers' and Employees' Ethics Act.
- Attend court promptly at all regularly scheduled times and conduct judicial duties professionally and in compliance with all applicable policies, rules of evidence and procedure, and with due regard to the rights and interests of all parties, victims, and other affected persons and entities.
- Rapidly gather and assimilate pertinent court related facts.
- Organize and analyze a large number of court cases.
- Constructively render court decisions.
- Retain familiarity with cases and apply principals to cases.
- Effectively counsel others concerning laws, their rights, and standard court procedures.
- Render decisions under scrutiny as well as hostile and stressful circumstances.
- Relate positively and professionally with all people.
- Maintain level of patience and empathy with all people.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required; Justice Court Judges are not required to be admitted to practice law in the state as a qualification to hold office.

Experience: Four years of related legal experience.

Knowledge of: Laws affecting public and individual rights and obligations; court policies and procedures; City policies and procedures; legal terminology and court documents; public administration, management, and budgeting; public policy and ethical principles.

Responsibility for: Using independent judgement to render decisions under hostile and stressful circumstances; maintaining a level of patience and empathy with all people; supervision of three Court Clerks.

Communication Skills: Glean relevant information and inform the public regarding Sandy City Justice Court procedures; furnish and obtain information; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; constant contact with the public regarding citations they have received; regular contact with police officers, defense attorneys, program providers, other judges, court administrators, and crime victims.

Tool, Machine, Equipment Operation: Regular use of a computer, printer, copy machine, and telephone system; frequent use of a calculator; occasional use of a typewriter.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands.

Special Conditions: Must be a United States citizen, 25 years of age or older, a Utah resident for at least 3 years immediately preceding appointment, and a resident of Salt Lake County or an adjacent county.

Must attend an orientation seminar and be certified by the Judicial Council, prior to assuming office, and be timely certified by the Judicial Council.

Must attend the continuing education conducted under the supervision of the Judicial Council each calendar year.

Must continue to comply with evaluation criteria for judicial performance established by the Judicial Council and other factors deemed relevant by the appointing authority.

May not appear as an attorney in any criminal matter in a federal, state, or justice court or appear as an attorney in any justice court or in any juvenile court case involving conduct which could be criminal if committed by an adult.

May not hold any office or employment including contracting for services in any justice agency of state government or any political subdivision of the state including law enforcement, prosecution, criminal defense, corrections, or court employment.

May not use Court personnel or facilities for private business or legal practice without express written authorization of the City.

May not own or be employed by any business entity which regularly litigates in small claims court.

Position requires periodic reappointment and is restricted by Chapter 3, Title 52, regarding employment of relatives.

VI. Working Conditions:

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; some stress and threat of injury may be associated with the position due to the nature of the work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.